

JOB DESCRIPTION

Position:	Senior Building Control Officer	Department:	Environmental Services
Reports to:	Building Control Manager	Date:	January 2026

Purpose of position

This position exists to administer and enforce the Council's responsibilities under the Building Act 2004 (and its regulations) and amusement park device regulations. The position is an important part of the Council's Building Consent Authority and mainly involves processing applications for building consent and undertaking site inspections to ensure work has been undertaken in accordance with building consents. The position also involves ensuring the Council's non BCA responsibilities under building legislation are efficiently undertaken. And providing both technical and management support to the Council's Building Control team.

Key Accountability Areas

1. Technical Assessment and Statutory Compliance.
2. Customer Service
3. Project and Register Management
4. Technical Leadership
5. Management Support
6. Business & Professional Improvement
7. Health & Safety
8. Civil Defence
9. Other Duties as required from time to time

Accountabilities

1. Technical Assessment and Statutory Compliance

Key Outcomes

- Process applications for building consents, project information memoranda and associated activities.
- Ensure all applications comply with the Building Act, NZ Building Code and other legislation.
- Ensure that utility network connections meet the council's requirements and that issues relating to potential hazards such as flooding are identified and addressed.
- Inspect buildings and building work for compliance with approved building consents and the NZ Building Code and implement any necessary requirements pursuant to legislation relating to the Building Act and Amusement Devices.
- Assess alternative solutions submitted as variations from the approved documents
- Ensure that compliance enforcement action (either as BCA or Territorial Authority) is commensurate with the non-compliance and in accordance with the quality management system and legislation.
- Complete the building control responsibilities in the processing of land information memoranda, resource consent applications (land use and subdivision) and liquor licenses when required.

Performance Indicators

- All applications are processed within statutory timeframes, and in accordance with legislation.
- Successfully completed checklists, relevant activities and enquiries are recorded accurately, in a manner that passes the scrutiny of routine internal and external audits.
- Attendance at inspections.
- Non-compliance matters are identified and referred through correct procedures.
- Decision making is in line with team procedures and legislative requirements.
- A good public image is maintained at all times.
- Annual competency for building categories common for Stratford is maintained.

2. Customer Service

Key Outcomes

- Proactively engage with customers to provide timely advice and solutions to their enquiries.
- Provide information to customers when requested, be able to give prompt and accurate responses to customer enquiries.
- Work effectively as part of a team and provide direction to meet goals.

Performance Indicators

- Positive customer feedback through customer surveys.
- Active participation with others and shared responsibility.
- Council Customer Charter and BCA Complain Policy complied with at all times.

3. Project & Register Management

Key Outcomes

- Undertake assessments and associated inspections where necessary to ensure the Council's statutory obligations for swimming pool fences, earthquake prone buildings, compliance schedules and natural hazards are maintained.
- Provide accurate information into Council's Building Warrants of Fitness and Compliance Schedule Register for Commercial Buildings, Non Standard Site Register, Swimming Pool Register and Earthquake Prone Building Register.

Performance Indicators

- Accurate information and appropriate responses are tracked through the various Building Act registers.
- Council's requirements to report progress to Central Government on key projects (e.g. earthquake prone) are maintained.

4. Technical Leadership

Key Outcomes

- Maintain systems and procedures to ensure Council remains accredited as a Building Consent Authority under the Building Act 2004.
- To provide technical expertise and guidance to building control staff who are focused on the delivery of Territorial Authority functions including those related to earthquake prone buildings, compliance schedule register, swimming pool fence assessments.
- Ensure applications for consent and other statutory approvals, including financial contribution assessments, are processed within statutory timeframes in a manner that is legally robust, consistent and fair.
- Ensure changes to technical, legislative and regulatory requirements are implemented, the QMS updated to reflect the changes and the relevant staff competency levels maintained.
- Liaise with MBIE, IANZ, other BCAs and suppliers to develop and deliver the best outcomes.

Performance Indicators

- Consents are issued accurately and within correct timeframes.
- The functions prescribed by the relevant legislation are executed in the correct manner so that Council meets its statutory obligations for compliance and timely delivery.
- Delegations allowed under the relevant legislation are effectively carried out and complied with.
- Annual competency assessment as Technical Leader across the building categories common for Stratford is maintained.

5. Management Support

This role is a senior position within the Environmental Services Department and there is an expectation that assisting the Building Control Manager with the overall management of the Building Control team is a function of the role.

Key Outcomes

- Collaborate and be a team player to develop the department into a highly regarded, highly efficient and effective regulatory service provider.
- Develop effective working relationships within the department, with other Council staff, Elected Members and key stakeholders in the community.
- Accurate reports and recommendations to management that demonstrates the Council is meeting its statutory obligations.
- Take an active responsibility for the induction and ongoing socialisation of new members to the team.
- Provide management of the Building Control team in the absence of the Building Control Manager.

Performance Indicators

- Monthly and quarterly reports are completed on time.
- Changes and improvements to procedures are recognized and implemented.

6. Business and Professional Improvement

Key Outcomes

- Ensure the procedures for administering the Building Act 2004 are adhered to as directed and in accordance with the Stratford Building Control Authority Quality Management System.
- Participation in the development and implementation of Council's quality maintenance system.
- Maintain complete knowledge of Building Act, NZ Building Code and associated legislative matters.
- Maintain knowledge of complete building consent process, including full knowledge of the Council and BCA policies, procedures and manuals.
- Undertake audit procedures when requested, be able to complete accurate audits and relevant written records.
- Take a leadership role for various segments of Building Code when delegated/allocated, and ensure that full knowledge of the allocated segment is maintained.

Performance Indicators

- Training Needs Analysis maintained and implemented.
- Quality Management System followed at all times and actively maintained via input to the Issues and Business Improvement Register.
- Successfully completed records and a clear paper-trail of processes that pass routine audits.

7. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

6. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

7. Other Duties

Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Monthly reports are completed within allocated timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

Discretionary Decision Making

As per Council's Delegation's Policy.

Principle Relationships

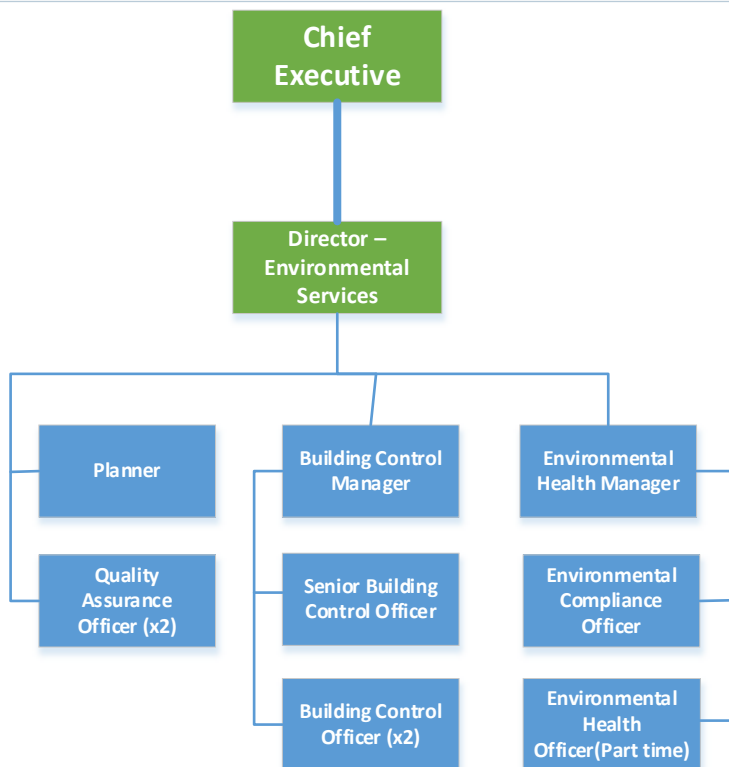
Internal

Environmental Services Staff
Customer Services Team
Asset Engineers
IT staff

External

Customers/ratepayers
Building Practitioners
Designers and architects
Consulting Engineers
IQPs
Other local authorities
IANZ
Building Officials Institute of New Zealand (BOINZ)

Structure Chart



Ideal Person Specification

Education/Qualifications

- Hold or be actively working towards obtaining one or more of the following:
 - National Diploma in Building Control Surveying (Small Buildings)
 - National Diploma in Building Control Surveying (medium and Large Buildings)
 - Diploma in Building Surveying
 - Diploma in Construction Management
 - Diploma in Construction
 - Diploma in Quantity Surveying
 - Diploma in Architectural Drafting
 - Diploma in Architectural Technology
 - Bachelor of Applied Technology – Building
 - Bachelor of Architecture
 - Bachelor of Architectural Studies
 - Bachelor of Building Science
 - Bachelor of Construction (Construction Management and Construction Economics)
 - Bachelor of Engineering
- A current NZ Driver's Licence.

Job Knowledge

- Established technical competency as defined in the National Competency Assessment System or a willingness to be trained to achieve an appropriate competency.
- A broad working knowledge of all the relevant statutes and regulations pertaining to the functions of a building control service provider including the Building Act 2004 and NZ Building Code.
- Able to demonstrate interpretation of policies and procedures.
- Demonstrate experience in the processing and inspection of building work categories that are common to Stratford.
- Familiar with NZS 3604 Timber Framed Buildings, the principles G12, G13 and AS/NZS 3500 plumbing and drainage of residential/light commercial type construction

Key Competencies

- Well-developed oral and written communication skills, analytical skills and sound judgement
- Ability to be well organised, prioritise tasks and deliver within tight timeframes
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork
- This position requires the incumbent to work with minimum supervision and be a willing team player to achieve strategic and operational targets.
- Experienced in the use of desktop computer equipment and software.